

Town Manager Report


Town of Lunenburg-September 22, 2020





Contact Information

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Announcement on Existing Vacancies:

The following is a list of vacancies on the following committees:

- Architectural Preservation District Commission (1 vacancy)
- Historical Commission (1 vacancy)
- Parks Commission (2 vacancies)
- TCP Building Design Committee (1 vacancy-member at large)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Board of Selectmen's Office.

925 Mass Ave (TM Goal #1, ii):

I submitted a Brownfields Redevelopment Fund grant application for the maximum award amount of \$250,000 to MassDevelopment by the deadline of Friday, September 18th. Notification of selection of sites is anticipated to be made sometime in November.

Fuel Tank Bids:

Bids for the Fuel Tank Removal and Installation project were received on September 21st and there were two bids received. The low bidder, Green Site Services Group, had a base bid of \$345,500 and there are 4 other unit prices that if needed be an additional \$17,000. Fortunately given the two capital articles and the earmark that was secured by former Representative Benson and Representative Hay, we have sufficient funds to move forward with this project. The DPW Director and I have a meeting tomorrow with our engineer to review the bids to make sure the low bidder meets all the requirements so we can move forward with awarding the bid.

Requests to Purchase Town Properties:

On August 18th I informed the Board about an inquiry I received from an abutter to purchase a 100 x 150 foot portion of town owned land at 671 West Street. In 2010 the Town sold 5 similar sized portions of 671 West Street to abutters and to make that parcel more uniform. I notified Conservation and Open Space and both Committees will be providing their recommendation at one of their upcoming meetings. Recently I have received four other requests from individuals about purchasing town owned land that include:

- **51 Parmenter Road:** This is a corner lot about .3 acres in size that has access to Lake Shirley.
- **247 Highland Street Rear:** This property is 3.7 acres in size that was taken through tax title. A resident on Chestnut Street inquired about purchasing this property.
- **860 Reservoir Road:** An abutter inquired about purchasing this 6.7 acre parcel. This parcel was taken through tax title.
- **690 Goodrich Street Rear:** An abutter would like to purchase this is a 3.7 acre parcel that was taken through tax title.

I have asked for input from the Conservation Commission, Open Space Committee, and Parks Commission on these particular parcels and will bring that input back to the Board once received.

Department Updates:

DPW:

- The DPW Director has provided his written notice of his date of retirement and his last day will be Friday, October 30th. The Assistant Town Manager will be posting the position this week on our website, the MMA website, with the American Public Works Association, the paper and on Indeed.com.
- The culvert installation at the entrance of the DPW is now complete.
- The paving of Electric Avenue is now complete and permanent striping will be installed by Keatings in the next couple of weeks.
- The DPW Administrative Assistant will be putting up old surplus vehicles on Municibid shortly to dispose of old DPW and Police vehicles.
- The DPW Director and I had a conference call with the engineering firm for the Pleasant Street Bridge project at the end of last week and this will be put out to bid within the next couple of weeks and due at the beginning of November. The chosen contractor will do their submittals over the winter and the construction will occur in the spring.

Police:

- Interim Police Chief Gammel has received quotes for body cameras and will be submitting a grant to the Edward Byrne Memorial Justice Assistance Grant Program (JAG) for \$36,400 for the cost of implementing body cameras.

IT:

- The IT Director will be submitting a grant application to the Community Compact IT Grant that issues awards up to \$200,000 for IT infrastructure that will aid remote learning instruction at the Lunenburg Public Schools. This grant program supports the implementation of innovative IT projects for one time capital needs such as technology infrastructure, upgrades, or purchases of equipment or software.
- After working with the School Superintendent and IT Director on an identified need for additional IT assistance for a Remote Meeting Coordinator that could be paid with CARES Act funding until December 30th, the School Committee approved posting this position. This part time position, once hired, will be responsible for scheduling all Zoom meetings, training new users to Zoom, moderate large Zoom meetings, and be available to transfer the host over to Committee Chairs at the beginning of their meetings.

Assistant Town Manager/HR Director:

- Interviews for the Police Chief position will be held on Monday October 5th and Tuesday October 6th. We received 45 applications and we narrowed it down to 7 candidates.

Meetings, Events and Other Announcements:

- Conservation Commission has a meeting on Zoom on Wednesday, September 23rd at 7:00 p.m.
- The Sewer Commission is meeting on Zoom on Thursday, September 24th at 5:00 p.m.
- I will be attending the Finance Committee meeting on Zoom on Thursday, September 24th at 7:00 p.m.
- The Planning Board has a meeting on Zoom on Monday, September 28th at 6:30 p.m.
- The Sewer Commission has a meeting on Zoom on Tuesday, September 29th at 5 p.m.
- The TCP Building Design Committee has a meeting on Tuesday, September 29th at 6 p.m.
- The Special Town Meeting warrant closes on Tuesday, September 29th at 5 p.m.
- Reminder: Montachusett Regional Planning Commission is accepting applications from Small Businesses that were adversely impacted by COVID-19. Interested persons should contact Executive Director Glenn Eaton at geaton@mrpc.org. All funds need to be expended by September 30th.
- There will be a flu clinic on Wednesday, October 14, 2020 from 3-6 p.m. at the High School . Persons 60 and older will be given priority from 3-5 p.m.